



N TARGET

With the Iowa DNR Records Program

August 2008

The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or leslie.leager@dnr.iowa.gov

New Scanning Area in Records

Over the past six months, the Records Center staff has been working closely with the Budget and Finance Bureau on their Records management. Earlier this year, we removed 107 boxes out of the Northeast hallway on the 4th floor. Throughout this past spring and summer we worked with the Accounting Staff in identifying retention schedules, modifying retention schedules and assisting them with actively managing all the documents that they receive on a regular basis. During the month of August we moved another 125 boxes of records out of their work space areas.

Records Management

The Records Center works with program areas across the Iowa DNR in managing active and inactive documents.

Total number of record boxes acquired: 135

Program Areas Include: Accounting & Licensing

Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 543
- **Public File Requests:** 169

The three (3) most requested files types are:

- Leaking Underground Storage Tanks (LUST)
- Storm Water
- Solid Waste

New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.

Number of files created: 213

Types of files created:

- Commission / Council Minutes
- Flood Plains
- Agricultural Operations Permits (Wastewater)
- Wastewater Facility (Sewage)
- Treatment Agreement (Water Quality)
- Storm Water
- Underground Storage Tanks (UST)
- Leaking Underground Storage Tanks (LUST)
- Non-Point Source, Section 319



Electronic Records

Listed below are Program Areas that have made their Records available online.

- **SWAP (Solid Waste Alternative Program)**
384 pages scanned for a total of 47141 images online.
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**
41,982 pages scanned for a total of 334,225 images online.
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**
5,405 pages scanned for a total of 616,281 images online.
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality**
21,177 pages scanned, with more than 1 Million plus images are posted online.



Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7th Street in Des Moines:

- **Number of files created:** 26
- **Number of documents filed:** 4,390

Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.

- **Public File Requests:** 13
- **Number of files created:** 40



Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center. Some of those inventories are complete and available electronically.

List of Complete Inventories

- ADM 1-1-1 Commission Meeting Minutes
- CON 3-4-1-3 Flood Insurance Correspondence (County & City)
- CON 11-3-2 Agricultural Wastewater Operation Permits
- CON 11-4-1 Wastewater Sewage Facility Files
- CON 11-32 Non-Point Source
- CON 11-34 Storm Water
- CON 12-1-1 Solid Waste, SDP (Sanitary Disposal)
- CON 12-2-3 Spills
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 12-15 Contaminated Sites
- CON 12-17-11 Solid Waste Alternatives Program (SWAP) (**New**)



DID YOU KNOW? Staff may access these inventories by visiting the Records Center Front Desk Computer.